

EFFECTIVE

January 1, 2011.

SUBJECTS

1. JR1 101, Volunteer Qualification and Supervision.
2. Implementation Requirements.
3. JR4 401, Pre-Referral Process.
4. JR4 404, Initial Special Education Evaluation.
5. JR4 405, Planning and Decision-Making for Special Education.
6. JR4 407, Section 504 Compliance.
7. JR4 410, Continuum of Services.
8. JR4 411, Lesson Plans for Special and General Education.
9. JR4 420, Academic Testing.
10. JR4 421, Appointment and Training of Surrogate Parents.
11. JR4 432, School Calendar.
12. JR4 433, School Attendance.
13. JR4 434, Hours of Classroom Instruction.
14. JR4 435, Academic Course Offerings.
15. JR5 530, Incident Reports.
16. JR6 610, Physical Restraint.
17. JR6 620, Mechanical Restraint.
18. DHS-234, Residential Release Treatment Plan Form (8-10).
19. Deleted policies.

**1) VOLUNTEER
QUALIFICATION
AND
SUPERVISION**

Policy revised to add use of the Internet Criminal History Access Tool (ICHAT) as a screening tool and make language similar to corresponding policy for employees. Revision adds requirement to conduct checks of prospective volunteers on the state and national sex offender registries. Revision adds requirements for facility director or designee to provide volunteer orientation and training. Revision clarifies that volunteers can never be used to meet facility staff to youth ratios.

Reason: Policy clarification.

**2) IMPLEMENTA-
TION REQUIRE-
MENTS**

Policy revised to make minor grammatical changes and to delete requirements for facilities to write separate implementation procedures in the following items:

- JR4-400, School Records.
- JR4-401, Pre-Referral Process.
- JR4-402, Previous Enrollment in Special Education.
- JR4-403, Special Education Referral.
- JR4-404, Initial Special Education Evaluation.
- JR4-405, Planning and Decision-Making for Special Education.
- JR4-406, Re-evaluation for Special Education.

Reason: Policy simplification.

3) JR4 401**PRE-REFERRAL PROCESS**

Revised to add flexibility in cases where the facility may desire to extend student support team (SST) interventions beyond 30 days.

Reason: Policy clarification.

4JR4 404**INITIAL SPECIAL EDUCATION EVALUATION**

Adds provisions for facility to move ahead with evaluation in cases where parental rights are terminated or the parents cannot be located.

Reason: Policy clarification.

5) JR4 405**PLANNING AND DECISION-MAKING FOR SPECIAL EDUCATION**

Adds provisions for facility to move ahead with evaluation in cases where parental rights are terminated or the parents cannot be located.

Reason: Policy clarification.

6) JR4 407**SECTION 504 COMPLIANCE**

Adds provisions for facility to move ahead with evaluation in cases where parental rights are terminated or the parents cannot be located.

Reason: Policy clarification.

7) JR4 410**CONTINUUM OF SERVICES**

Updates descriptions of the placements in the continuum of service.

Reason: Policy clarification.

8) JR4 411**LESSON PLANS FOR SPECIAL AND GENERAL EDUCATION**

Adds emphasis on:

- Format.
- Lesson plan reviews.
- Availability for substitute teachers.
- Teacher collaboration with youth on education development plans.

Lesson plans are generally required for each student, However, when there are small groups of special education students whose needs and planned activities are similar, a common lesson plan is acceptable.

Reason: Policy clarification.

9) JR4 420**ACADEMIC TESTING**

Deletes reference to Test of Adult Basic Education (TABE) as result of decision to use Kaufman Test of Educational Achievement (KTEA-II). Deletes requirement for the facility to write a separate implementing procedure since policy is considered adequate.

Reason: Policy clarification.

10) JR4 421**APPOINTMENT AND TRAINING OF SURROGATE PARENTS**

Adds requirements associated with surrogate parent appointment process and conditions under which appointment is terminated. Adds requirements to emphasize screening and training requirements for surrogate parents. Expands on requirements for facility list of surrogate parents. Addresses avoiding conflict of interest and limits who may serve as a surrogate parent.

Reason: Policy clarification.

11) JR4 432**SCHOOL CALENDAR**

Deletes requirement for the facility to write a separate implementing procedure since policy is considered adequate.

Reason: Policy clarification.

12) JR4 433**SCHOOL ATTENDANCE**

Adds emphasis on monitoring youth classroom attendance, documenting the impact of absences on academic progress, and taking corrective action.

Reason: Policy clarification.

13) JR4 434**HOURS OF CLASSROOM INSTRUCTION**

Deletes requirement for the facility to write a separate implementing procedure since policy is considered adequate.

Reason: Policy clarification.

14) JR4 435**ACADEMIC COURSE OFFERINGS**

Adds policy section language to address school course lists in both BJJ and private agencies providing education services. Deletes references to facility school improvement councils and reassigns tasks to the facility director or designee.

Reason: Policy clarification.

15) JR5 530**INCIDENT REPORTS**

Item revised to implement review, staffing, and technology portions of the 2009 draft National Prison Rape Elimination Commission (NPREC) policy standards related to incident reporting. Emphasizes the current Bureau of Juvenile Justice practice of entering incident reports into the Juvenile Justice Information System within 72 hours of the incident and the relationship of incident reports to facility logs.

Reason: Implement selected parts of the 2009 NPREC draft standards and policy clarification.

16) JR6 610**PHYSICAL RESTRAINT**

Item revised to update reference to the crisis intervention continuum and increase emphasis on de-escalation of youth prior to using physical restraints. Use of physical restraint to prevent escapes in non-secure facilities is not allowed. Physical restraint policy is now more closely aligned with mechanical restraint policy and includes details of required log entries. Revision also includes grammatical revisions.

Reason: Policy clarification.

17) JR6 620**MECHANICAL RESTRAINT**

Item revised to update reference to the crisis intervention continuum and increase emphasis on de-escalation of youth prior to using mechanical restraints. Use of mechanical restraint in non-secure facilities is not allowed. Mechanical restraint policy is now more closely aligned with physical restraint policy and includes details of required log entries. Revision also includes grammatical revisions.

Reason: Policy clarification.

18) DHS-234**DHS-234 RESIDENTIAL RELEASE TREATMENT PLAN FORM
(8-10)**

Adds descriptive wording to plan headers in section VII and VIII to prompt plan writer to include medical treatment information and medication regimen at time of release.

Reason: Form change and instruction clarification.

**19) DELETED
POLICIES**

The following policies have been deleted:

- DHS 412, Education Development Plans.
- DHS 431, Teacher Performance Evaluation.

Reason: Eliminate redundancy.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items (content changes) ...

JR1 101
JR4 400
JR4 401
JR4 402
JR4 403
JR4 404
JR4 405
JR4 406
JR4 407
JR4 410
JR4 411
JR4 420
JR4 421
JR4 432
JR4 433
JR4 434
JR4 435
JR5 530
JR6 610
JR6 620